

SANDY CITY APPROVED POSITION SPECIFICATIONS

- I. Position Title: Family Crimes & Intervention (FCI) Unit Coordinator Revision Date: 07/17
EEO Category: Protective Services
Status: Non-exempt
Control No: 30421

II. Summary Statement of Position:

Under general supervision of the Investigations Lieutenant, supervises the Family Crimes / Intervention (FCI) Unit. Responsible for coordinating victim advocacy and intervention services to end the cycle of violence and crime in families. Responsible for overseeing the Sandy Youth Court program.

III. Essential Duties:

FCI Coordinator: (75% of responsibilities)

- Work with all programs relating to the department's FCI Unit.
- Coordinate contact with families at risk of future violence and crime. Provide referrals to appropriate resources for families.
- Maintain FCI Unit database. Keep statistical records of family contacts, victimizations and recidivism rates; provide monthly reports to supervisor.
- Work with school officials, community resources, the courts, and various agencies to provide intervention for at-risk families.
- Oversee the multi-disciplinary CARI Team.
- Coordinate with the FCI Unit investigator on violent crime reports of at-risk families.
- Be available to be on-call and work various hours.
- Maintain payroll, conduct annual performance evaluations, approve time off and process time cards for FCI Unit. Address personnel issues as they arise.

Child Victim Advocate: (15% of responsibilities)

- Review and assess child abuse and neglect reports.
- Provide on-scene follow-up to assess needs, provide crisis intervention, and resources.
- Assist families in completion and submission of Crime Victim's Reparation forms and any necessary impact or restitution statements.
- Act as a liaison for child victims between law enforcement, prosecution, judicial members and other related agencies.
- Monitor court activity by tracking dates and times for arraignments, preliminary hearings, pre-trials, trials, sentencing and appeal actions. Inform child victims and witnesses of court dates and status of cases.
- Act as legal advocate for child victims and witnesses in Justice Court proceedings by preparing victims and witnesses for court appearances.
- Coordinate with Prosecutor's Office regarding family-related cases.

Youth Court Coordinator: (10% of responsibilities)

- Manage and attend the Sandy Youth Court.
- Responsible for attending, planning, and conducting training.
- Participate in the Utah Youth Court Association.
- Responsible for the recruitment of youth and adult volunteers.
- Update and maintain all Youth Court records.
- Responsible to fill the Youth Court docket by coordinating with officers regarding viability of offenders in Youth Court in coordination with FCI Investigator.
- Oversee intakes with parents and youth to determine suitability of youth offenders in the program.

IV. Marginal Duties:

- Give community presentations when requested.
- Perform other duties as assigned.

V. Qualifications:

Education and Experience: Requires a bachelor's degree in social work or related field. May substitute related experience for required education. Prior victim services experience preferred. Demonstrated leadership ability preferred. Prior supervisory experience preferred.

Certifications/Licenses: Requires a valid Utah driver's license.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Police terminology and practices; municipal and state laws; police records procedures; information and privacy laws; clerical and general office practices, procedures and equipment; correct English usage, spelling, vocabulary and statistical methods; familiarity with court proceedings.

Responsibility for: Responsibility for the care, condition and use of materials, equipment, money and tools and for making decisions which affect the activities of others; some information available to this individual falls under the "Right to Privacy Act" and must be protected from the general public.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; frequent contacts with executives on matters requiring explanations and discussions; contacts with other enforcement agencies and courtroom personnel; regular and frequent outside contact with persons of high rank, requires tact and judgement to deal with and influence people; occasional contact with press and community groups; contact with walk-in complainants from all professions and levels of status in the community.

Tool, Machine, Equipment Operation: Frequent use of office equipment, including a computer, printer, shredder and telephone. Frequent use of vehicle for field work.

Analytical Ability: Prioritize tasks; establish effective working relationships with employees and the public; follow written and verbal instructions; apply general principles to specific conditions.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. Constant attendance is required.

Work Environment: Employee will work in a generally comfortable office setting and in the field. The noise level in the work environment is usually minimal. Great mental effort is required daily. Great pressure and fatigue are present due to exposure to stressful situations because of the clientele involved; work assignments are broad and performed with little supervision; refer work to supervisor only when policy questions arise. During field work there may be exposure to potentially hostile situations. Evening, weekend and on-call work is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserved the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____